

What's New in GroupWise 6.5?

Table of Contents

The New Look

[The Main Window](#)
[The Toolbar](#)
[Proxy Access](#)

New Folders

[Contacts Folder](#)
[Checklist Folder](#)
[Sent Items Folder](#)
[Junk Mail Folder](#)

E-mail Changes

[Tabbed Item Views](#)
[Personalizing Mail](#)
[Proxy Access and Sending Mail](#)

The New and Improved Address Book

[Accessing the Address Book](#)
[Address Selector or Address Book](#)
[Filtering for Names](#)

Changes in the Calendar

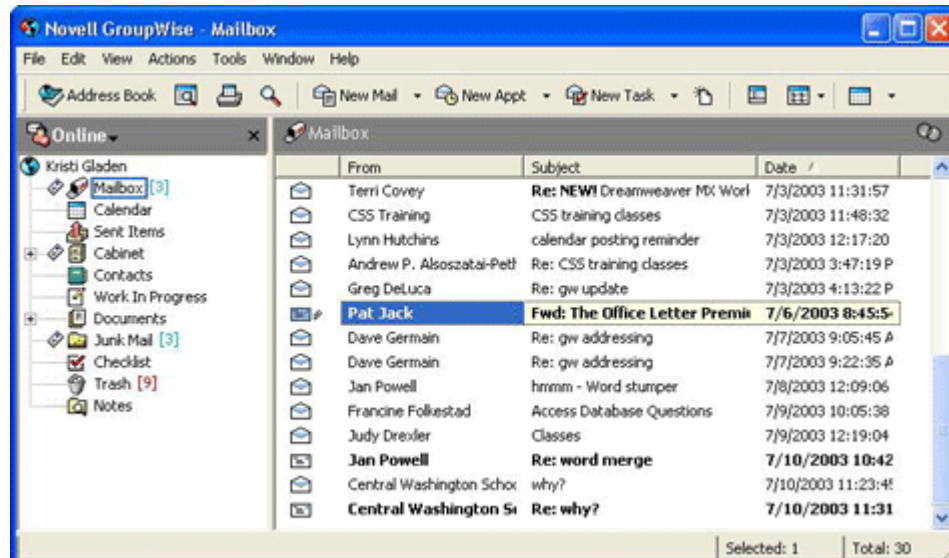
[Color Changes](#)
[Buttons instead of Tabs](#)

The New Look

The Main Window

GroupWise 6.5 has incorporated many new features.

When you first open GroupWise, you'll note the new look.



Some of the colors and icons have changed but most features will be familiar to users of previous versions.

The Toolbar

The toolbar across the top has become even easier to alter according to your preference.

- *Right click* anywhere on the toolbar and select **Customize toolbar...** to make your changes.

Proxy Access

The proxy access button that used to be located in the lower left-hand corner has been moved.

To access your Proxy accounts now, you need to use the **drop down arrow** above your name where it says **Online**. Click the drop down arrow, then select Proxy.

New Folders

Contacts Folder

The **Contacts Folder** is basically a shortcut to your Frequent Contacts address book.

Although you can't make changes to the information in the System Address Book, you can change the information for people in your Frequent Contacts.

If you want the Contacts Folder to point to a different book,

- *Right-click* the **Contacts** folder.
- *Click* **Properties**.
- *Click* the address book name from the **Address Book** drop-down list, then *click* **OK**.

Checklist Folder

You can move e-mails from the Mailbox to the Checklist folder.

Each item in the Checklist folder is a “to do” item with a box to check when the item is completed.

You can assign due dates to Checklist items just like you would with a posted task.

Note: Tasks posted to your calendar will also show up on your Checklist unless they are set up as recurring tasks.

Sent Items Folder

In previous versions of GroupWise, there was always the possibility of accidentally deleting your Sent Items folder. This was because the folder was a **Find Results Folder**, also called a query folder. All it did was display results. The data did not actually reside in this folder.

In the new GroupWise, the Sent Items folder has been made a system folder, which means it cannot be deleted.

This also means that if you move a Sent Item from that folder to another folder, it actually moves, and will not appear in the Sent Items folder. Don't move an item out of this folder and expect it to be there when you look for it later.

Junk Mail Folder

Despite extensive efforts to reduce spam at the server level, users still get unwanted e-mail in their mailboxes.

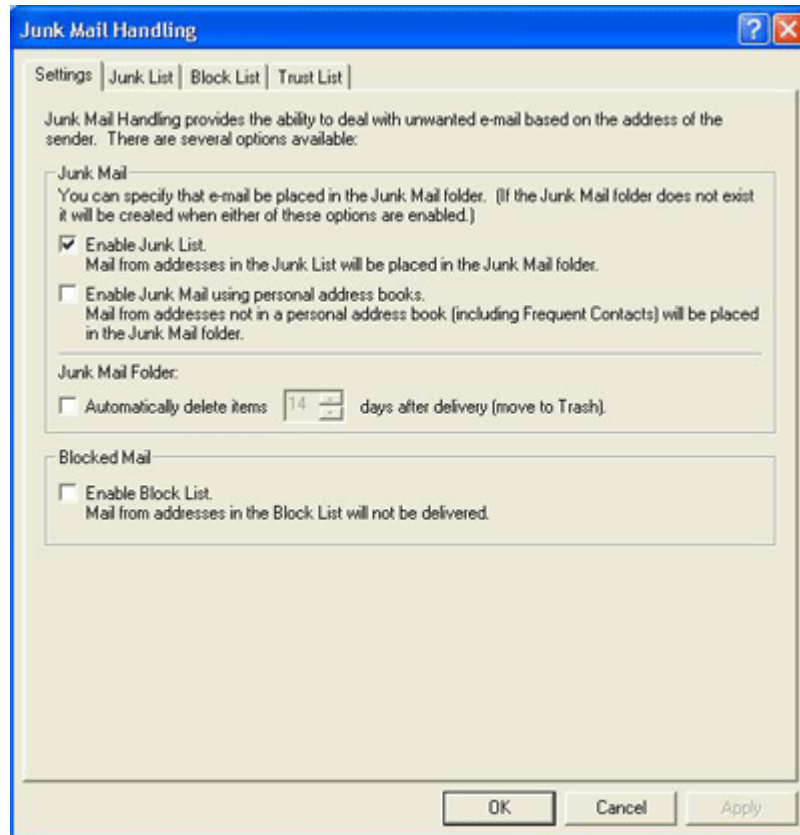
Junk Mail Handling is an additional step end users can take to reduce the amount of spam they get.

Once the Junk Mail feature has been enabled, you can block individual non-GroupWise e-mails or entire domains.

Note: The **Junk Mail Folder** will only become visible once the Junk Mail feature has been enabled.

To access the Junk Mail Handling feature,

- **Click Tools | Junk Mail Handling**



In the **Settings** tab,

- Click in the checkbox **Enable Junk List** to turn this feature on.

You can specify whether you want blocked e-mail to automatically be deleted or moved to the Junk Mail Folder.

You can even tell GroupWise to only accept e-mails from people already in your address books.

The **Junk List** tab is where you add either entire domains (i.e. "hotmail.com" or "yahoo.com") or specific e-mails (i.e. ImaSpammer@hotmail.com) to automatically go to your Junk Mail folder rather than your Mailbox.

The **Block List** tab is where you can tell GroupWise to completely block a domain or e-mail address. These e-mails will never make it to your account.

What if you want to block *most* of a domain? For example, you have a couple of contacts with hotmail accounts but you want to block everyone else from that domain?

The **Trust List** tab is where you can specify specific e-mail accounts to be delivered even though you've blocked that domain.

E-mail Changes

Tabbed Item Views

Certain windows in GroupWise have been given a new appearance. The **Mail To:** window, for example, now has two tabs:

1. The Mail tab where **To**, **From**, **Subject**, and **Message** are filled out.
2. The Send Options tab where **Return Notification**, **Category**, **Classification**, and other options are filled out.

Personalizing Mail

Unless the sender marks the e-mail as a different priority, all incoming e-mails will look the same.

If you read the e-mail and decide you want to distinguish it from other items in your mailbox, you can both categorize and change the subject line of that item.


To change the Subject line of an incoming message,

- From the message window, *click* on the **Personalize** tab.

In the **My Subject** field

- Type in a new subject for the e-mail.

To categorize the message,

- Click the  button next to the **Category** field.

Categories can be customized as necessary.

Proxy Access and Sending Mail

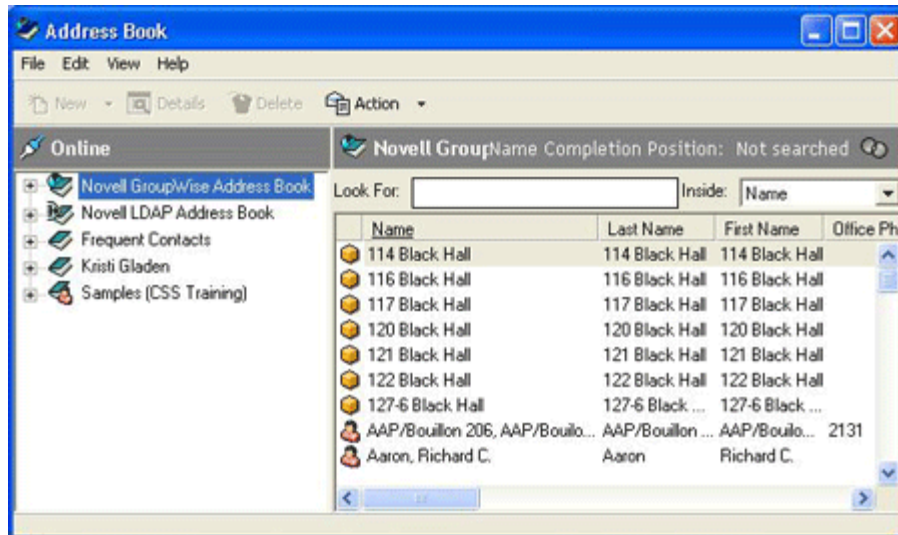
If you have proxy access to another account and are allowed write access, you don't have to switch over to that account before sending mail.

New in the **From** section of the Mail To: window is a drop down arrow which, when clicked, will display a list of those accounts you have access to.

The New and Improved Address Book

Accessing the Address Book

The GroupWise Address Book can still be accessed using the appropriate button on the toolbar. You can use it to find addresses, if you prefer it to the Address Selector method described further below.



The left pane of the window displays a list of the address books you have access to.

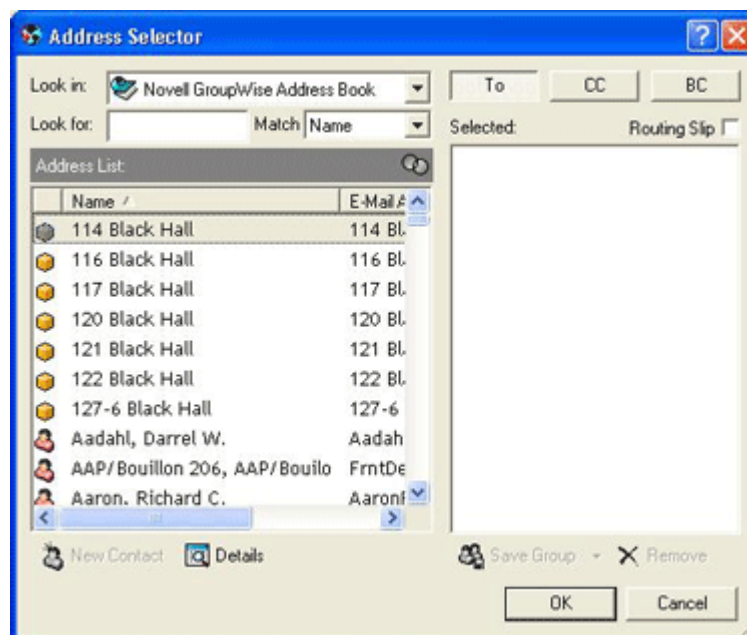
- Click the plus sign next to a book to display the groups available in that book.

The right pane of the window will display the contents of the book you select in the left pane. This is similar to using the Explorer function in Windows.

Address Selector or Address Book

Addressing e-mail has been sped up a bit by simplifying the way one searches the address book.

When you are composing an e-mail and want to search for a name in the address book, clicking on the Address button in that window brings up the following, simplified version of the address book:



The best way to select the addresses you need:

- Click in the **Look for** field.
- Start typing the last name of the person, if your book is sorted by last name, or the first

name if it is sorted by first name.

(Note: You can tell GroupWise to match against first name or last name by using the drop down field next to Match. When Name is selected, it behaves as described here.)

As you type, GroupWise will display the closest match, until the name you want displays.

The list of names scrolls to the one you typed.

As soon as you can see the name you want, even if it is not highlighted,

- *Click* it to select it.
- *Click* the **To:** button to include that name on the list of primary recipients.
- *Click* the **CC:** button to include that name on the list of Carbon Copy recipients. All recipients can see the names of all CC: recipients.
- *Click* the **BC:** button to include that name on the list of Blind Copy recipients. A Blind Copy recipient can only be seen by that recipient and the sender.

Once you have built your recipient list, *click* **OK**.

The names you selected display in the appropriate fields in the **Mail To:** dialog box.

Filtering for Names



For faster searching of names you can use the button to filter for Contacts, Groups, or Resources.

Changes in the Calendar

Color Changes

The basic functionality of the Calendar has not changed.

The colors have been modified slightly so as not to interfere with the new Category colors.

Buttons instead of Tabs

The navigational features have been streamlined and made consistent among all views of the calendar.

There are buttons across the top to access the different views instead of tabs.

You still have the option of viewing or turning off Appointments, Notes, and Tasks.

